

## **APPENDIX Q - SPECIAL OPERATIONS AND UNIQUE MISSIONS**

### **Q.1 - PURPOSE:**

To provide guidance to aircrew members and support personnel supporting special operation and unique missions.

### **Q.2 - SCOPE.**

This SOP is applicable to all personnel providing aviation support to special operation State missions.

### **Q.3 - DEFINITIONS.**

Emergency Mission. A mission which requires rapid response to a life threatening situation. Examples are search and rescue.

### **Q.4 - MILITARY FIELD COMMANDER (MFC).**

The officer in charge of an incident who exercises overall command and control of CNG field operations at the emergency location during State emergencies. The MFC will be under the direct command of the Headquarters CNG EOC.

### **Q.5 - MISSION COORDINATION COMMITTEE.**

A committee consisting of a representative from EOC, CAAO Aviation Safety, Operations, and Maintenance Representatives, a Flight Surgeon, as appropriate, and a representative from outside agencies in the proposed operation.

### **Q.6 - NON-EMERGENCY MISSION. A MISSION WHICH IS NOT OF A LIFE SAVING NATURE.**

This mission will allow review by the mission planning committee and appointment of a MFC.

### **Q.7 - SPECIAL STATE MISSIONS.**

Missions outside of individual aviator training or readiness/unit/combined arms training in support of emergencies or law enforcement activities.

### **Q.8 - MISSION REQUESTS.**

- Emergency mission requests will be originated by EOC.
- Emergency missions will be forwarded to appropriate units for action with information provided to CAAO at the earliest time.
- CAAO will notify NGB AVN of the details of the emergency and use of aircraft as soon as possible.
- Non-emergency missions will be reviewed by the Mission Coordination Committee prior to initiation of operations to ensure aviation assets are appropriately utilized.
- Mission Coordination Committee will consist of a representative from EOC, CAAO Aviation Safety, Operation and Maintenance representatives, and as appropriate, a Flight Surgeon, and a representative from outside agencies involved in the proposed operation.

- Memorandums of Understanding will be negotiated between the CNG and any or all non-military agencies involved in a non-emergency operation. The Facility will maintain on file a copy of the MOU.

## **Q.9 - MISSION BRIEFINGS.**

- Emergency missions will be briefed by the unit chain-of-command if available.
- Aviation facilities/activities will provide mission briefings during normal duty hours and when the unit chain-of-command is unavailable.
- Non-emergency missions will be briefed by the Aviation Military Field or Flight Operations Officer.
- PCs will ensure they thoroughly understand their mission and safety considerations and that their crew and passengers are briefed on all aspects of the mission.
- RISK ASSESSMENT.
- A risk assessment form will be executed for all flights in support of missions within the scope of this SOP.
- Low risk missions will be approved by the Unit Commander or Operations Officer as appropriate.
- High risk missions will require approval by the Director of Army Aviation or Facility Commander as appropriate.

## **Q.10 - MAPS.**

- Aircrews should be provided with the most current maps available. The smallest scale consistent with the operation will be used.
- As a minimum a sectional and/or a JOG-A for the operational area should be on board all mission aircraft.
- A hazards map will be established for all operations requiring multiple sorties. This map will be updated and available to aircrews for review prior to each flight.

## **Q.11 - SITE SURVEYS.**

- Site surveys will be conducted for all off-airfield staging areas. Surveys will be conducted by the Military Field Commander or Aviation Operations Officer prior to commencement of operations.
- Traffic flow plans will be established and documented.
- PCs will review site surveys prior to commencing operations and comply with traffic flow patterns.

## **Q.12 - FLIGHT FOLLOWING.**

- Emergency mission aircraft will flight follow with FSS Facility Operations, ATC or supported/supporting civil agency as appropriate.
- Position reports will be made as a minimum hourly or more often if MFC determines necessary.

## **Q.13 - SURVIVAL EQUIPMENT.**

- Survival equipment requirements specified in regulations will be complied with. Equipment minimums may be supplemented but in no circumstances will they be reduced.
- The Facility will be notified of any ALSE needs.

## **Q.14 - REFUELING.**

- All refueling operations will be IAW FM 10-68. Priority of fuel sources will be military, government contract, or credit card SF 44 purchase.

- Normal procedures will be “cold” refueling. “Hot” refueling will require CAAO approval.

#### **Q.15 - PRE-ACCIDENT PLAN.**

- MFC for non-emergency missions will develop pre-accident plans for their operations. Emergency missions will utilize the pre-accident plan for the Facility they are operating from. Mishap reporting procedures are found in CAL NGR 385-95.

#### **Q.16 - MANNING.**

- Priority for manning special missions will be M-day personnel on State Active Duty. Use of technicians/AGR personnel will be IAW NGR 37-111 and current OTAG policy. Individuals on TDY/ADSW will not be used for special missions without prior coordination with the appointing authority.

#### **Q.17 - CREW REST.**

- Crew rest guidance in AR 95-3 will not be exceeded. In certain instances the MFC may further restrict crews to ensure crews do not become fatigued.
- Crew members are responsible to ensure they are adequately rested for the mission and that they use crew rest time to maximum advantage.

#### **Q.18 - INADVERTENT IMC RECOVERY PROCEDURES.**

- Inadvertent IMC encounters will be considered an emergency situation.
- MFCs or PCs will identify recovery fixes if applicable and develop recovery plans. These plans will include;
  - Immediate actions to gain control of the aircraft and avoid terrain
  - Fly the aircraft
  - Climb to a safe altitude
  - Contact ATC and declare an emergency
  - Complete recovery procedures.

#### **Q.19 - WEAPONS.**

- Missions involving use of weapons by law enforcement agencies will require a MOU with that agency.
- MOU will specify weapons will not have rounds in their chambers and weapons, flares, or other pyrotechnics will not be discharged from the aircraft.
- A copy of the MOU will be on file with the supporting Facility.

#### **Q.20 - WILD FIRE SUPPORT.**

- Wild fire missions will have an MFC appointed.
- The MFC will be responsible for mission accomplishment, crew support, and aircraft maintenance and security.
- The MFC will function as liaison between supported agencies and National Guard for on scene concerns. Aviation issues which cannot be resolved at MFC level will be referred to CAAO for resolution.
- PCs for wild fire missions will have a minimum of 1,500 hours flight time as a PC in helicopters.

- Bambi bucket missions will have both aviators qualified IAW the State POI and certified by a bucket qualified IP/UT.
- Aircraft will be configured and operated IAW Water Bucket SOP.
- At least one pilot on each crew will have prior operational mission experience.
- Aviators must be certified by the California Department of Forestry and must have a valid CDF Pilot Approved Record on hand when reporting for wild fire support missions.
- All occupants of an aircraft involved in bucket operations will wear water wings.

## **Q.21 - DRUG INTERDICTION.**

- Drug interdiction missions will be staffed by the Mission Coordination Committee before operations are commenced. The committee will ensure all requirements of this SOP are met and an MOU is drawn up between the National Guard and supported agency.
- Drug interdiction missions will be limited to surveillance and transport of personnel.
- Aircraft will not be used in offensive operations under any circumstances. Aircraft encountering hostile fire or a situation in which hostile fire may be encountered will withdraw to avoid endangering aircraft and crew.
- Aircraft used in drug interdiction missions will have armor seats installed.
- Flak vests/bullet proof vests will be worn by crew members when actively engaged in the mission.
- Aircraft on drug interdiction missions will be parked at an airport where security can be provided when not involved with mission support. If the airport does not have its own security, the supported agency will coordinate adequate security to prevent sabotage or vandalism.
- Maintenance personnel and aircrew members will be alert to the possibilities of sabotage during all aircrew members and inspections.
- Suspects, seized property, and contraband will not be transported in National Guard aircraft.

## **Q.22 - SEARCH AND RESCUE.**

- Search and rescue missions due to their nature will normally involve one aircraft and crew and be launched as soon as possible after notification. A search and rescue mission may be assigned to any unit.
- Proximity to the search and rescue operation will be considered when selecting the unit to conduct the mission.
- Transportation of civilian personnel will be restricted to those individuals engaged in the search and rescue.
- Deceased personnel will be transported only if movement by other means will create a hazard or hardship to personnel on the ground. Deceased will only be transported to the nearest point at which ground transportation is available.
- See State OPLAN SAR for further guidance.

## **Q.23 - REPORTS.**

- The MFC or senior ranking aviator present is responsible for submitting daily operational reports to the OTAG EOC.
- The reports should include as a minimum;
- Number of hours and sorties flown by each aircraft
- Number of missions accomplished
- Other information may be required depending upon the type of mission being performed such as;

- number of gallons of water dropped for wildfire support missions
- The MFC or senior aviator present is also responsible for submitting an after-action report (AAR) to the EOC within ten days after completion of the mission.
- The MFC EOC within ten days after completion of the mission.
- The MFC should include copies of all fuel slips from the mission and an Aviation Mission Data Card (CAL NGR Form 95-2) for each aircraft when submitting the AAR.
- The SAR mission number will be written on all fuel slips before turning them into the Facility.

#### **Q.24 - REFERENCES.**

AR 95-1, AR 95-3, NGR 95-1, NGR 95-3, CAL ARNGR 95-1, CA ARNG 95-3, FARs, CA ARNG EOC